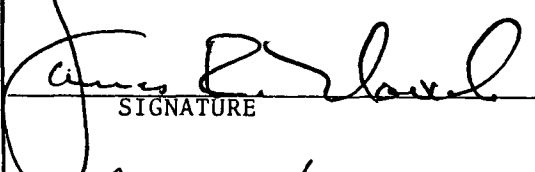
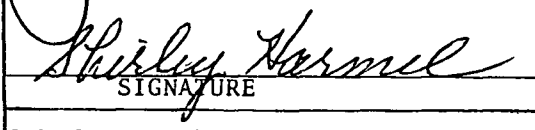
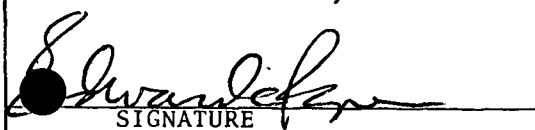



PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES DIVISION
RECORDS CENTER

SCHEDULE NO. C-555	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1
<div style="display: flex; justify-content: space-between;"> Public Works and Transportation Office of Engineering </div> <div style="display: flex; justify-content: space-between; font-size: small;"> DEPARTMENT/AGENCY DIVISION </div>		
ITEM NO.	DESCRIPTION	RETENTION
1.	Permits: Files related to the issued permits (numerically coded) allowing and requiring activity in the public right-of-way or which may affect the right-of-way. Correspondence, applications, plans, permits, surety & bond documents, inspection reports and final acceptance.	1. Retain in DPW&T until completion of work, acceptance and financial obligations released. Retain in storage 3 years & destroy.
2.	<p>Projects: Records on each capital improvement project, both vertical and horizontal construction, under the administration or monitoring of the Department. Alphabetical with a numeric code identifier related to the County financial system & the approved Capital Improvement Program. Each file contains: correspondence, reports, engineering & budget data, plans, specifications, bid & contract documents, payment reports and inspection reports.</p> <p>2a. Vertical Projects - Construction/renovation of County owned buildings and facilities.</p> <p>2b. Horizontal Projects: Construction, rehabilitation, modification, major maintenance, or improvement projects related to roadways or bridges, under the County's jurisdiction.</p>	<p>2. Each type of project file has, because of internal and external requirements, a different retention as identified.</p> <p>2a. Retain in DPW&T until completion of project, final payment & release of contract. Microfiche all plans, specifications, contract documents and correspondence and destroy.</p> <p>2b. Same as 2a.</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 35%;">  SIGNATURE </div> <div style="width: 35%;"> Public Works and Transportation/Director TITLE OF DEPT/AGENCY REPRESENTATIVE </div> <div style="width: 30%; text-align: right;"> 12/16/85 DATE </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 35%;">  SIGNATURE </div> <div style="width: 35%;"> County Records Manager Office of Administrative Services TITLE </div> <div style="width: 30%; text-align: right;"> 1/29/86 DATE </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 35%;"> Schedule Authorized by Hall of Records Commission  SIGNATURE </div> <div style="width: 35%;">  TITLE </div> <div style="width: 30%; text-align: right;"> 3/5/86 DATE </div> </div>		

DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-555

PAGE
NO. 2

Item No.	Description	Retention
	2c. Federal/State Aid Projects: Either vertical or horizontal capital projects which are in whole or partially funded by the Federal or State Governments.	2c. Retain in DPW&T until completion of project, final payment and release of contract. Microfiche all plans, specifications, contract documents and formal correspondence. Retain hard copies of all materials for 3 years (audit purposes), then destroy.
3.	Design Projects (Contracted): Records of design, studies, reports related to roadways, building, bridges, and County facilities contracted to professional engineering/architectural firms, correspondence, bid documents, scope of services, tasks orders, contract documents.	3. Retain in DPW&T until completion of contract and release. Microfiche and destroy.
4.	Flood Plains: Records related to established flood plains engineering data, studies, reports, reviews and correspondence.	4. Retain in DPW&T. Reviewed and purged as new information is available.
5.	Design/Calculations: Engineering field data and calculations related to roadway, bridge, drainage projects under consideration.	5. Retain in DPW&T. Reviewed and purged as new information is provided or project is modified.
6.	Subdivision Plats: Recordation plats of subdivisions in Prince George's County.	6. Retain in DPW&T.